



TRAIN VA User Instructions

TRAIN VA connects its users to potential training opportunities. The system also tracks class attendance, certificates, feedback, and provides a quick reference for transcripts. Volunteers should access MRC required courses, such as Introduction to Incident Command Systems (ICS 100) and the National Incident Management System (NIMS 700), through TRAIN VA to keep records on file that are necessary for an emergency. Please see the following instructions on registering and using the system:

Register Online

- Visit <http://va.train.org> and click “Create Account” on the left hand side.
- Complete the required fields.
 - Your Organization is “Southwest Virginia Medical Reserve Corps”
 - Your Department/Division is “Volunteers”
- Complete any other fields you are comfortable with.

Access Courses

The best way to access courses is by ID number, which is given to volunteers when courses are offered. After logging in, there is a search box on the right hand side of the homepage that allows users to search by ID number. You can also select “Course Search” to browse using key words, subjects, titles and more.

View Your Certificates and History

After logging in, locate the “My Learning Record” box at the right hand side of the homepage.

- My Learning displays upcoming courses
- My Training Plan displays courses you have saved to take at a later time
- My Surveys holds surveys for feedback of completed courses
- Transcript will provide a complete printable transcript of completed courses
- Certificates allows users to reprint certificates from courses that offer this
- My Account is where to edit and view your account information

HELP using TRAIN VA can be found on the site, by viewing New User Training on the homepage, or by contacting your MRC Coordinator at swva.mrc@vdh.virginia.gov or 276-274-0555.

VIRGINIA

